

## **Section 10 – Officers’ Responsibilities for Functions**

### **10.13 Head of Strategic Finance and Property**

- 10.13.1 To deliver, direct and manage the medium term financial planning of the organisation ensuring it is monitored and reported in a timely accurate fashion.
- 10.13.2 To deliver unqualified Statement of Accounts in accordance with legislative requirements.
- 10.13.3 To review listing decisions and compensation decisions for assets of community value.
- 10.13.4 To represent the council on the Management Board for the Hertfordshire Shared Audit Service (SIAS) and the Shared Anti-Fraud Service (SAFS).
- 10.13.5 Appoint Debt Recovery Agents for the whole or part of the district as the need arises.
- 10.13.6 Authorise and sign bank transfers and other payment types, including cheques and amendments to cheques.
- 10.13.7 Wherever necessary, to amend and agree affected charges for services to take account of changes in VAT or other forms of taxation, provided (in respect of Enforcement Agents), that any action taken shall be reported to the next convenient meeting of the Executive.
- 10.13.8 To be responsible for the rate of interest for any of the council’s borrowing activities and issue notices to the council’s mortgages of any changes in the council’s rate of interest.

- 10.13.9 To administer and manage the council's Collection Fund.
- 10.13.10 To set precept dates in agreement with precepting partners.
- 10.13.11 To administer the council's insurances fund.
- 10.13.12 To make determinations within approved budget as are required under Part IV of the Local Government and Housing Act 1989 in respect of the funding of expenditure capital (but not in respect of borrowing limits) and report the action taken to the Executive for information.
- 10.13.13 To take day-to-day decisions in respect of the investment of council funds in accordance with the Annual Treasury Management strategy last approved by the Council.
- 10.13.14 To be responsible for the custody of any document required to be published and kept available for public inspection under the Audit Commission Act 1998.
- 10.13.15 To manage the council's property portfolio.
- 10.13.16 Lettings of all properties including council offices; consents to assignments and sub-lettings; the granting of easements and licences; entering into leases, sub-leases, licences and easements on behalf of the council as lessee **or lessor**, sub-lessee, licensee or grantee as appropriate; consent to modification or release of restrictive covenants; rent reviews under existing and future leases, including the approval of terms, subject to reporting transactions half-yearly to the Executive.
- 10.13.17 To pursue appeals against rating assessments on council-owned and council-occupied property which, in his or her judgement, are incorrect or excessive, and agree either

new or revised rating assessments on council-owned and/or occupied property on behalf of the council.

- 10.13.18 In consultation with the appropriate Executive Member and Head of Legal and Democratic Services to prosecute or authorise the prosecution of persons committing malicious damage to council property.
- 10.13.19 To convey the freehold of electricity sub-station sites and to grant the necessary easements to electricity suppliers/distributors in respect of developments.
- 10.13.20 The appointment of Debt Recovery Agents (Enforcement Agents) and the issue of warrants to those appointed and taking such steps as may be necessary, including the levying of distress upon the goods and chattels of the tenant concerned, for the recovery of arrears of rent owing to the council in respect of the occupation of any Council dwelling.
- 10.13.21 To authorise Officers to discharge land drainage functions under the Public Health Act 1936 and the Land Drainage Act 1991.
- 10.13.22 To approve and submit the annual National Non-Domestic Rates (NDR1) return to the Government.